POSITION ANNOUNCEMENT

Position: Veterinary Technician

Part-time (20 hours/wk., 9 months), VSC UP, Professional, Administrative and Technical Bargaining Unit (VSCUP PAT)
Non-Exempt, VSC Grade 11

Location: Randolph Center campus

Compensation: $18.00 hr. not to exceed 20 hours per week.
Nine Months schedule: Mid-August – Mid May

Responsibilities:

Provide support for the faculty and students in all aspects of the Veterinary Technology Program including facility maintenance, laboratory assistant, inventory control and care of program animals and supervision of animal care students.

- Supervise/carry out the physical set-up and preparation of equipment and materials needed for specific labs as well as the return of equipment and materials to storage.
- Responsible for accurate documentation and completion of all records in compliance with USDA, OSHA, AVMA, and DEA regulations.
- Participate in the biannual meetings of the Institutional Animal Care and Use Committee as needed. Responsible for recording minutes and correction of noted deficiencies by due date.
- Supervision of students enrolled in Veterinary Technology courses VET Animal Care 1051 and VET Animal Care 1052 which includes monitoring and noting academic progress and compliance with policies/procedures set forth in the course descriptions for grading purposes. Weekly review of animal records to correct student errors and maintain USDA compliance.
- Responsible for procurement, care, and supervision of animals used in the Veterinary Program for teaching
purposes including but not limited to: canine, feline, sheep, swine, chickens and horses. Procurement will coincide with use in specific course, availability of appropriate housing in accordance with USDA regulations and requirements of VET courses.

- Supervision of students enrolled in VET courses who have primary responsibility for care of program animals. Assume primary care responsibility when class is not in session and animals are housed on campus.
- Order supplies used by the Veterinary Technology program including but not limited to laboratory supplies, bedding and animal feed, drugs, surgical and radiographic supplies.
- Assist faculty in conducting and supervising labs including surgery and radiography, explaining and demonstrating new techniques, assisting students with procedures or projects, ensuring proper use of equipment/materials. Assist in administering and grading lab quizzes and exams, evaluating lab manuals.
- Administer anesthesia, monitor animals under anesthesia as well as during post-op recover from surgery and anesthesia.
- Be available for non-medical problems and act as liaison between students and program veterinarian for medical emergencies as needed outside of standard work schedule of the College. This includes evenings, nights, weekends and holidays when animals are in the facility.

**Qualifications:**

**Associates Degree in Veterinary Technology plus CVT certification plus 1-3 years of experience in a clinical veterinary practice.**

- Strong academic background in the veterinary discipline with good technical lab skills, including some relevant skills in equipment maintenance and repairs.
- Good basic administrative and supervisory skills.
- Good basic teaching and informal advising/coaching skills desirable.
- Ability to deal effectively with faculty, students and staff.
- Must be able to lift approximately 50 pounds.
- Good oral and written skills.
- Valid Vermont driver’s license required.

**Starting Date:**  
August 15, 2016 – May 15, 2017
Applications accepted until position is filled. Applications received after the first screening will be considered at the discretion of the College. *Incomplete application materials will not be considered.*

**To Apply:** Submit a **mandatory** Vermont Tech employment application, with resume, cover letter and contact information for three references to: jobs@vtc.edu. Employment application is available on the VTC website: www.vtc.edu.

**NOTE:** **THIS POSITION IS SUBJECT TO A FINGERPRINT-SUPPORTED CRIMINAL BACKGROUND CHECK. ANY OFFER OF EMPLOYMENT IS CONDITIONAL UPON THE SUCCESSFUL RESULTS OF THIS CHECK.**

Vermont Tech strongly encourages applications from members of ethnic minority groups and other underrepresented backgrounds. Vermont Tech is an Equal Opportunity employer and a member of the Vermont State Colleges system. In compliance with ADA requirements, we will make reasonable accommodations for the known disability of an otherwise qualified applicant.